

***State of Washington
Department of Transportation
Notice to Consultants
Statewide Program Management (SPM) Consultant***

Overview

WSDOT has begun delivery of a capital construction program in excess of \$15 billion over the next sixteen years including 400 new transportation projects added to the program since 2003. To help deliver the increased size of the program, the WSDOT is soliciting assistance of a consulting team to provide additional program delivery expertise and support.

Solicitation

WSDOT solicits interest from consultants for providing Statewide Program Management (SPM) services. WSDOT will award one (1) agreement. The agreement will be for five (5) years duration with an option to extend. The selected consultants may be required to provide employees at WSDOT owned or leased facilities for an extended period with short notice given by WSDOT. There will be no minimum amount guaranteed under this agreement. Interested consultants should respond to this Request for Qualifications (RFQ) with a Statement of Qualifications (SOQ) addressing the detailed criteria.

This RFQ is a one-step process that will include an open house on September 14, 2005 from 2:00 PM to 4:00 PM at the Radisson Hotel Seattle Airport – Phoenix Conference Room, 17001 Pacific Highway South, Seattle, WA 98188. This open house is for all firms interested in submitting a SOQ for this work. At this open house, WSDOT will be available to answer questions and go over specific information associated with this RFQ. Information at the open house will include details about the submittal process, scope of work, co-location expectations, travel and relocation guidelines, and responses for attendees' questions about the work associated with this RFQ.

The SOQ submittal due date is October 14, 2005. WSDOT will evaluate the proposals and interview short-listed firms. The tentative date for interviews will be November 3, 2005. Selection will be made sometime after the interview process.

Background

Washington State's transportation program is one of the largest in the country and in need of national and international expertise in program delivery, program management, project controls, program and project monitoring, forecasting, and reporting. With this large program, WSDOT, in a strong ownership role, intends to maintain its focus on delivery, accountability and reporting. WSDOT does not intend to add significant staff to deliver this program but desires to maintain its core expertise and technical capabilities. WSDOT also desires to develop and grow future project managers and team leaders through "on the job" training and by working in partnership with industry experts on challenging projects. WSDOT seeks to hire a SPM to assist in achieving these objectives.

WSDOT's Program Delivery Goals

As part of this RFQ, WSDOT believes it is important to communicate its overall program delivery goals. These goals serve as the basis for performance and establish expectations for the eventual partnership between WSDOT and the SPM. The goals are as follows:

- We will continue to build on our success with accountability and delivery developed over the last four years
- We will communicate honestly and openly with each other and will continue to grow our culture of One DOT
- We will deliver high quality projects at or below the budget and on or ahead of schedule
- We will utilize alternative contracting methods wherever appropriate
- We will look for opportunities to be innovative in program and project delivery and recognize that regional boundaries may need to be flexible to facilitate efficiencies of project management responsibilities and staff assignments
- We will look for opportunities to be innovative in our project scopes and include ITS features wherever appropriate
- Current “bundling” efforts (cable barrier) notwithstanding, WSDOT regions will continue to have the lead responsibility for project delivery
- HQ's primary role is to facilitate region delivery by providing policy oversight, program performance monitoring and reporting, including project delivery and change management controls, quality assurance, technical assistance and training
- HQ approval authorities will be limited to those necessary to support its role defined above. HQ Engineering and Regional Operations Offices will continually look for opportunities to streamline delivery and delegate appropriate authorities to the regions
- We will utilize consultants in new roles such as Program Managers and General Engineering Consultants to facilitate program delivery and lead the change in WSDOT culture necessary to make these models successful
- We will utilize innovative methods to recruit and retain our employees including the development of a system to provide financial rewards for performance by our project managers
- In order to meet program delivery expectations and provide all levels of management real time information on project status we recognize that new project management tools and training will be necessary and that consistent utilization of the tools across all regions and projects will be required

Description of Work

WSDOT envisions two distinct phases of work. Phase 1 is the development of an overall strategic plan for program delivery and reporting. Phase 2 is the implementation of program management services and systems identified in the strategic plan. The SPM will be responsible for both phases of work.

Phase 1 work will be the development of an overall strategic plan for program delivery. The strategic plan must include a delivery assessment of WSDOT's existing programs and projects including a comprehensive review of project schedules and costs. The plan must also include an assessment of WSDOT's program and project management systems along with an assessment of WSDOT's workforce, retirement trends and staffing needs. This plan will make

recommendations on how to improve and implement program management, project management, project controls, management systems and reporting. This plan will also detail procedures for developing these reports and methods for providing program delivery information to executives, legislators, and the public. Finally, this plan will provide a transition strategy and training program for implementation with WSDOT staff and other consultant staff engaged in the delivery of the program.

The scheduled completion of Phase 1 will be no later than June 30, 2006. WSDOT also requires that an interim draft plan be available no later than March 1, 2006. The purpose of the interim draft will be to share the initial findings and recommendations with the Governor and Legislature during the 2006 legislative session.

As a resource for the development of the Strategic Program Delivery Plan, PC&R currently develops, publishes and contributes to a number of different WSDOT reports on the delivery of the capital program. PC&R has published a guide that describes these reports and procedures used to develop these reports. These reports and the guide are available on the WSDOT webpage at <http://www.wsdot.wa.gov/Projects/PCR/>.

The transition strategy and training program recommendations need to recognize and consider existing WSDOT project management training. WSDOT's project management efforts to date, including tools, training, and course descriptions are available at <http://www.wsdot.wa.gov/Projects/ProjectMgmt>.

Phase 2 work will be the implementation of the Strategic Program Delivery Plan. Anticipated tasks include monitoring and forecasting overall expenditure plans, implementing program and project management systems, reporting, providing training in project management, and cost and schedule review of projects. The review of project cost and schedule will involve an independent assurance function and the development of strategies and options to recover schedule, reduce costs or scope of a project. The SPM will essentially serve as an extension of existing WSDOT staff. The SPM will be working directly with WSDOT staff on a daily basis. The SPM will provide staffing at the Tier 1, Tier 2, and Tier 3 levels as described in this RFQ.

This RFQ identifies WSDOT's needs for SPM consultant services. These needs exist for the currently funded nickel and pre-existing funded program. The need will be at a larger scale if the 2005 Transportation Funding Package remains in place. Firms should reflect services under both funding scenarios in their proposals. Phase 1 will move forward regardless of the outcome of Initiative 912. However, there will be a reduced the level of services for Phase 2 if the initiative passes.

As stated above, WSDOT's program delivery goals are to deliver projects on or ahead of schedule and within or under budgeted amounts. While the SPM will not have direct delivery responsibilities, WSDOT is interested in hearing proposals as to how the SPM agreement could contain incentives to help meet the program delivery goals with a part of the consultant fee at risk based on meeting the incentives.

The SPM will be focused on the oversight and reporting of the capital programs. This role will not include project delivery functions or responsibilities for individual projects. In this role, the

SPM will provide an independent assurance for the delivery of the program. WSDOT recognizes that placing firewalls on the program delivery roles of the SPM may limit teaming opportunities and overall interest in submitting an SOQ for this work. As such, WSDOT has chosen not to define strict firewalls but rather, rely on proposing firms to define how they would maintain firewalls between their work as SPM and other WSDOT projects that they may be involved with or plan to be involved with in the future. WSDOT's concern is that the SPM be able to provide an independent assurance for delivery of the program and not directly oversee the work of their firm.

Related On-Going Work

In August 2005, WSDOT hired a consultant firm to perform an assessment of the agency's core computer applications including most of the program management systems shown in Table 1. This project is referred to as the "Critical Applications Assessment." The legislature authorized this assessment and it was included by proviso in the 2005 Transportation Budget. This assessment will result in a strategy for migrating WSDOT systems from their current state to a preferred state, based on the agency's core business needs. Findings will be reported to the legislature in December 2005.

It is important that the Strategic Program Delivery Plan recognize and consider the findings of this assessment and any recommendations for new management systems. It is also important that the SPM coordinate with WSDOT staff responsible for these systems.

Systems

An assessment of WSDOT's project and program management systems must occur as a basis for SPM recommendations on software and management information systems that assist in tracking, monitoring and reporting both project and program performance. Recommended systems and implementation must include forecasting capabilities to enhance the department's ability to manage program and project delivery. Programs or systems recommended and used to accomplish the general tasks described in this RFQ must be "off the shelf" and transferable to WSDOT without any license or ownership transfer restrictions.

Successful performance of the general tasks described in this RFQ by the SPM will require access and the ability to integrate data from some or all of the WSDOT systems described in Table 1. The SPM will access data in these WSDOT program management systems through WSDOT provided computers with WSDOT standard software. WSDOT will establish data access/confidentiality agreements with the SPM. These agreements define how data will be accessed by the SPM.

In assisting WSDOT in developing project schedule reports and forecasts with data accessed through the Project Delivery Information System (PDIS) and its ancillary applications, and/or roll up project data statewide regardless of schedule software, the SPM must use the WSDOT Master Deliverables List (MDL) and work breakdown structure (WBS) coding. See <http://www.wsdot.wa.gov/Projects/ProjectMgmt> for MDL and WBS description.

In assisting WSDOT in developing project financial reports and forecasts, all externally reported expenditures, both dollars and state workforce hours, must be reconcilable to the official accounting data residing in the Transportation Reporting and Accounting Information

System (TRAINS). Construction costs such as contractor payments to-date and bid items quantities as updated by change orders will be extracted from WSDOT's Contract Administration and Payment System (CAPS). (**Note:** Estimated quantity underruns and overruns are not available in CAPS and must be tracked independently.) See Table 1 for descriptions of PDIS, TRAINS and CAPS.

Table 1 - PROGRAM MANAGEMENT SYSTEMS IN USE WITHIN WSDOT

SYSTEM NAME	FUNCTION	TECHNICAL DESCRIPTION	SYSTEM INTERFACES
Capital Program Management System (CPMS)	Used for planning, establishing, and monitoring highway construction program. Tracks actual expenditures and selective schedule milestone achievements by project phases against planned and approved legislative baseline.	Mainframe computer application developed in 1987, uses Software AG's Adabas database management system. Provides nightly updates to a decision support datamart using Microsoft SQL for client access.	Actual expenditures updated nightly from TRAINS and processed monthly.
Transportation Reporting and Accounting Information System (TRAINS)	A ledger-based accounting system that accounts for all WSDOT revenues, expenditures, receipts, disbursements, resources and obligations. NOTE: TRAINS financial data is the official accounting data for external reporting. Expenditures may lag work completed by one to two months depending on when data is entered.	Mainframe computer application implemented in 1991, based on a highly customized version of an American Management Systems (AMS) software package. Uses Adabas and VSAM for database management. Provides nightly updates to a decision support datamart on Microsoft SQL for client access. Note: Hyperion is the standard client access to Microsoft SQL based data marts	TRAINS data is automatically fed into CPMS every night. Uploads data from CAPS.
Estimate and Bid Analysis System (EBASE)	Provides engineer estimates and contract bid history information for highway construction projects.	Client-Server application developed in 1998. Builds a Microsoft SQL database that provides data to the mainframe/Adabas environment.	Automatically uploads engineer estimates and bid information into CAPS and CCIS.
Contract Administration and Payment System (CAPS)	Maintains administrative and payment information about highway and ferry construction contracts. Tracks construction costs by bid items, calculates sales tax owed, and provides ability to monitor for required insurance and retainage.	Mainframe computer application developed in 1983, uses Adabas and VSAM for database management.	Creates payment vouchers to pay contractors by feeding data to TRAINS.
Construction Contracts Information System (CCIS)	Collects, analyzes, and reports on construction contract details such as construction milestones, contract costs and quantities by bid items, percent complete, and completion dates.	Mainframe computer application developed in 1990. Adabas provides data to a Microsoft SQL database for client access.	Automatically uploads data from EBASE and feeds data to CAPS.

Table 1 Cont'd - PROGRAM MANAGEMENT SYSTEMS IN USE WITHIN WSDOT

SYSTEM NAME	FUNCTION	TECHNICAL DESCRIPTION	SYSTEM INTERFACES
Project Delivery Information System (PDIS) and ancillary databases and datamarts	Used to establish and track project schedules and resources and to produce internal project management reports. Includes a comprehensive template called the Master Deliverables List (MDL), which is used as the first step in building project work breakdown structures.	Client-Server computer platform using Sciforma's PS8 software in a Citrix environment using a SQL database which is updated nightly. A separate SQL database (Specialty Group Database), stores information on specialty group tasks and uses an Informatica process to update PDIS nightly. A Decision Support Datamart (Project Schedule Datamart) was just released and is also updated nightly.	Automatically uploads some data from CPMS and the PDIS Specialty Group Database nightly. Automatically exports data to the Project Schedule Datamart nightly.
Financial Information Retrieval System (FIRS)	Provides access to summarized accounting, spending plan, and work order information from TRAINS.	Client-Server reporting tool to a mainframe computer application implemented in 1991. Adabas database is updated nightly and provides data to Microsoft SQL for client access.	Automatically retrieves data from TRAINS as read-only data and presents in an Excel spreadsheet.
Transportation Executive Information system (TEIS)	Used for legislative budget planning and oversight and provides summary information about transportation activities to the Legislature staff.	Client-Server application developed in 1996. Adabas provides data to Microsoft SQL for client access.	Automatically uploads data from CPMS and TRAINS.
Priority Array Tracking System (PATS)	Collects, maintains, and tracks data on highway deficiencies across the state.	Mainframe computer application developed in 1996, uses Adabas database management system.	Interfaces with CPMS.
Commitment Tracking System (CTS)	Collects and tracks environmental commitments for highway construction and some highway maintenance projects. CTS supports compliance with local, state and federal environmental regulations, as well as, stewardship commitments made on WSDOT's behalf with external parties. NOTE: CTS is the official environmental commitment data source for external reporting.	Web-based application deployed July 2005. CTS is an ASP.Net application using Web Services for data access. The database is hosted in Microsoft SQL Server.	Automatically uploads data from the CPMS Datamart via Web Services. Uses Armcac Web Services to validate Begin and End Milepost (location) information. Uses common lookup table information via Web Services.

Logistics and Co-Location

The success of the SPM team will be dependant upon their ability to contribute to WSDOT's culture by providing ideas that enhance how the department plans, programs, delivers projects, and utilizes existing program management systems. Co-location and integration with WSDOT staff will be essential in this effort. Another essential element is having appropriate staff assigned to appropriate roles and providing a significant commitment to this work. WSDOT reserves the right to approve all full-time and key personnel individually for work on this contract. WSDOT reserves the right to request a SPM team member be replaced with a mutually agreed employee, if the department determines the team member is not appropriate for the contract or is not working out. Key SPM team members will be required to be 100% available to this contract.

If sufficient local staff is not available for this work, the SPM may relocate staff for participation on this contract. SPM team member relocation will be reimbursed based on State allowable expenses. The State PC&R Director or designee will approve each team member's relocation in advance. Team member relocation paid by the State will require a time commitment to the Project of two years. If any relocated team member does not remain on the Project for a minimum of one year, the SPM shall provide a reimbursement of relocation expenses paid by the State. SPM shall reimburse the State for a pro-rata amount of the relocation expenses paid by the State for relocated team members that do not remain on the Project through the second year after relocation. The pro-rata reimbursement shall be calculated by dividing the total number of months committed to the Project by the total amount of relocation expenses paid by the State times the number of months remaining of the total number of months committed.

WSDOT does not expect to pay long-term travel, per diem, or living expenses for SPM team members. If a SPM team member will be assigned to this Project for 60 days or longer it will be expected that the team member will relocate and commit to the Project per the relocation requirements, or the SPM will fully cover the cost after the initial 60 days for the staff member to be temporarily located in the area for participation on the project. The non-billable period for temporary living expenses, travel, or per diem will take effect starting the 61st day of temporary assignment for that individual. Time spent in travel status on this project will count towards the 60 days regardless of whether the time is consecutive or not.

Temporarily assigned team members (60 days or less) in a travel status will be reimbursed based on State allowable expenses. The State PC&R Director or designee will approve each team member designated for travel status in advance. A mutually agreed upon lump sum monthly payment for travel and per diem may be negotiated for these temporary assignments. For lodging and per diem, the lump sum payment will not exceed the daily limit times the number of days covered by the lump sum. Under special circumstances, the State may mutually agree upon reimbursement for temporarily assigned team members beyond the 60-day time limit.

The SPM should provide a good-faith estimate of the number of team members that will be required to relocate and/or be on temporary assignment at each of the Tier 1, Tier 2, and Tier 3 levels.

Per audit requirements, co-location of SPM team members will affect the overhead rate the SPM will be paid on this contract. SPM team members co-located at a WSDOT facility for 3 months or longer shall be invoiced at a field office overhead rate, along with the appropriate overhead rate schedules that will be adjusted from their regular billable overhead rate. This field office overhead rate shall take effect starting with the fourth consecutive month of co-location and continue until that individual is released from co-located duties and returns to the Consultant's regular place of business. If the SPM is asked to provide co-location space, the space shall be a direct expense to the program and shall be approved by the State prior to entering into any lease or rental obligation.

Organization

The organizational structure for the SPM team will include three tiers. As stated above, this role will not include project delivery responsibilities for individual projects. The SPM's role at each of these levels will be to support and supplement existing WSDOT staff in an oversight, reporting and training capacity. The SPM will staff each of these tiers and will implement systems capable of capturing project status and projected outcome. Systems must also be capable of rolling this information up to report at the overall program level. The responsibilities for each of these tiers are described below.

Tier 1

The Tier 1 SPM will report directly to the Director of PC&R who will in-turn report to a WSDOT Executive Oversight Committee (EOC). The Tier 1 SPM will be blended and integrated with PC&R in Olympia. To facilitate this blended team approach, the SPM team will be co-located with PC&R. It is anticipated that State Facilities will be available for this co-location. The overall philosophy will require a true partnership and a "leave your logo at the door" mentality for both WSDOT and the SPM. The SPM team will function as an extension of WSDOT staff.

It is intended that the reporting described below will occur on a monthly, quarterly, annual and biennial basis. Reporting will be developed for the EOC, but will also need to meet the needs of the Governor and the Legislature. This reporting will include the status of the Capital Programs and Projects. Program information will include expenditure plans (plan/actual/forecast) for the month, year, biennium, and life of the program and a market/trend forecast of factors that may influence delivery (workforce, labor, materials, interest rates, procurement, etc.). Project information will include scope, schedule (delivery of project milestones compared to a planned baseline) and budget (current cost and cost to complete compared to budgeted amount). The SPM will also make recommendations on delivery strategies that may be needed to recover schedule, reduce cost and/or scope on a project. Reports will provide recommendations on program adjustments consistent with Section 603 of ESSB 6091 enacted by the 2005 Legislature.

Tier 2

The Tier 2 SPM (Northwest, Urban Corridors, Olympic and Southwest Regions along with Rail and Ferries) team will be blended and integrated into the regions and may be co-located within the regional/modal offices. In this role, the SPM will serve as a resource to the Regional Administrator/Modal Director. The SPM will also serve as a member of the Regional/Modal Management Team. However, Region SPM staff will report directly to PC&R through the Tier 1 SPM. In this role, they will have the responsibility to communicate on-going project status for

the programs and projects in their regions/modes to PC&R while making sure that there are “no surprises” within the region/mode. The regional/modal function will also include direct support and training for project managers and individual project offices in the areas of project management, review, forecasting and reporting. This support function will also include conducting cost and schedule reviews of projects and then making assessments and recommendations for the delivery strategy for these projects and their relationship to the overall program. The Tier 2 (Region) Base Level Services provided by the SPM may include:

- Strategic Review of Program Delivery
- Program Expenditure Planning and Forecasting
- Program and Project Reporting (Web pages, QPRs, Gray Notebook, Government Management Accountability Performance (GMAP) measures, etc.)
- Project Management Training to WSDOT staff and other consultant staff engaged in the delivery of the program
- Program and Project Management Systems Implementation and Training
- Project Cost and Schedule Review
- Document Management

Tier 3 (only required if I-912 does not pass)

The Tier 3 SPM will be blended and integrated as needed to provide the same services as described under Tier 2, but will function at a project level. The identified projects or programs with a Tier 3 SPM need are as follows:

- **GEC – Tacoma/Pierce County HOV Program**
This GEC will support the Tacoma/Pierce County HOV Program in the delivery of its \$600 million highway construction program.
- **GEC – SR 167 New Freeway Program**
This GEC will support the SR 167 New Freeway Program in the delivery of its \$1.2 billion highway construction program.
- **GEC – Olympic Region Mobility Projects Program**
This GEC will support the Olympic Region Mobility Projects Program in the delivery of its \$400 million highway construction program.
- **GEC – Northwest Region Mt. Baker Area**
This GEC will support the Mt. Baker Area in the delivery of its \$500 million highway construction program.
- **GEC – Northwest Region Sno-King Area**
This GEC will support the Sno-King Area in the delivery of its \$1 billion highway construction program.
- **GEC – Northwest Region Sno-King Major Projects**
This GEC will support the Sno-King Area in the delivery of its \$400 million major projects highway construction program.
- **GEC – Southwest Region Projects**
This GEC will support the delivery of the Southwest Region program.
- **GEC – I-90 Snoqualmie Pass Program**
This GEC will support the South Central Region in the delivery of its \$387 million I-90 Snoqualmie Pass highway construction program.

Scoring

The successful consultants will demonstrate and provide staff with diverse professional expertise in, but not limited to the overall management of statewide or agency wide transportation capital programs, civil engineering, project management, systems management, information technology, schedule development, budgeting, and reporting.

Scoring Criteria 1: Phase 1 – Strategic Program Delivery Plan

Min pts 0 : Max pts 80

A. Include the following items:

- Provide a listing of all firms on your proposed team;
- List the type(s) of expertise that each firm on your team can provide;
- How long has each firm on your team provided these type(s) of expertise; and
- Provide an organization chart of your proposed team and include the respective roles that each firm will provide for the team. In this organizational chart, reflect how firewalls will be maintained between the role of your firm/team as SPM and other work that you are currently involved with or anticipate in the future.

B. Include the following items:

- Provide a list of up to three (3) statewide or agency-wide programs that each firm on your team has managed within the last five (5) years. Include the work and the services provided along with the overall size and description of the program managed.

C. Include the following items:

- Describe how would your firm develop a strategic program delivery plan;
- Who is involved with the decision making process for the development of the plan;
- Describe each of the elements of the proposed strategic program delivery plan;
- Describe how your plan will assess WSDOT's program and project management system and capital reporting needs;
- Describe how your plan will assess WSDOT's workforce, retirement trends and staffing needs;
- Describe how your plan will develop recommendations for WSDOT's program management, project management, project controls, management systems and reporting; and
- Describe how you will implement your plan including transition strategies and training programs.

Scoring Criteria 2: Phase 2 – Qualifications of Proposed Tier 1 Program Manager

Min pts 0 : Max pts 20

A. Include the following items:

- Provide up to three (3) examples for the proposed Tier 1 Program Manager that demonstrates his/her prior experience as a Program Manager managing statewide or agency-wide programs or similar projects. Include the overall size and description of the program managed, the dates of each program; the name of the client/organization for each program; list the manager's responsibilities and tasks on each program.

B. Include the following items:

- Demonstrate the proposed Tier 1 Program Manager's familiarity with relevant state and federal regulations and/or procedures.

C. Include the following items:

- Provide listing of professional licenses, accreditations and awards for the proposed Tier 1 Program Manager; include the year that each license, accreditation and award was received.

Scoring Criteria 3: Phase 2 – Key Team Members Qualifications & Staffing

Min pts 0 : Max pts 20

A. Include the following items:

- List each key team member's role/responsibilities on your proposed team
- For each proposed key team member, provide up to three (3) examples of prior relevant program/project experience; and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.
- Describe your firm's ability to provide staff as required at each of the Tier levels. Include your depth of resources and ability to maintain flexibility.

Scoring Criteria 4: Phase 2 – Program/Project Management System and Reporting

Min pts 0 : Max pts 60

A. Include the following items:

- Describe your firm's program/project management system(s) to monitor the WSDOT program including the project's scope, schedule and budget;
- Describe your firm's ability to link the program/project management system to existing agency systems (legacy and enterprise);
- Describe your firm's system for expenditure tracking, forecasting and analysis tools and systems;
- List your firm's reporting systems and processes. Provide three (3) examples of reports used to communicate overall status of program and project delivery (these reports will not be counted in the page limitation for your submittal);
- Describe your firm's project management and systems training program; and
- Describe your firm's Quality Assurance/Quality Control processes.

Scoring Criteria 5: Phase 2 – Compensation and Incentives

Min pts 0 : Max pts 20

A. Include the following items:

- Identify a compensation plan for work as the SPM. Also identify incentive goals and objectives for Phase 2 work and how compensation would work with these incentives and the fee at risk associated with these incentives

Scoring Criteria 6: References

Not included in scoring

A. Include the following items:

- Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years.
- If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm, enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of the following information only:

- Your letter of transmittal;

- Your response to scoring Criteria 6; and
- Your Submittal Information Packet forms for you as the prime and all of your proposed sub-consultants.

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. ~~Six (6)~~ Eight (8) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 4:00 pm on Friday, October 14, 2005:

Director, Consultant Services
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501-6504

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS, including next day deliveries, must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7147. All questions regarding the technical aspect of this request should be directed to Mr. Gregory A. Selstead, P.E. at 306-705-7130.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, September 1, 2005, and Thursday, September 8, 2005.

Submittal Due Date: Friday, October 14, 2005.